

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL

DATE: JUNE 6, 2012

COMMITTEE MEMBERS PRESENT:

SUPERVISORS CONOVER
KENNY
SOKOL
MERLINO
TAYLOR
STRAINER
DICKINSON
GIRARD
MASON

OTHERS PRESENT:

DANIEL G. STEC, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ADMINISTRATOR
JOAN SADY, CLERK OF THE BOARD
KEVIN GERAGHTY, BUDGET OFFICER
SUPERVISORS THOMAS
WOOD
PAT AUER, DIRECTOR, PUBLIC HEALTH
AMY CLUTE, SELF-INSURANCE ADMINISTRATOR
MIKE SWAN, COUNTY TREASURER
BARBARA TAGGART, ADMINISTRATOR, WESTMOUNT HEALTH FACILITY
JOHN STROUGH, COUNCILMAN, 3RD WARD, TOWN OF QUEENSBURY
DON LEHMAN, *THE POST STAR*
AMANDA ALLEN, DEPUTY CLERK OF THE BOARD

Mr. Conover called the meeting of the Personnel Committee to order at 9:00 a.m.

Motion was made by Mr. Girard, seconded by Mr. Taylor and carried unanimously to approve the minutes from the prior Committee meeting, subject to correction by the Clerk of the Board.

Copies of the meeting agenda were distributed to the Committee members and a copy is on file with the minutes.

Commencing with the agenda review, Mr. Conover announced that Agenda Items 1A and 1B consisted of referrals from the Criminal Justice Committee, District Attorney. He advised Item 1A was a request to fill the vacant position of Fifth Assistant District Attorney, Annual Base Salary of \$45,500, due to resignation; he noted that this was a non-Union position that was not mandated and did not receive any reimbursement. Mr. Conover continued to point out that Item 1B included a request to fill the vacant position of Sixth Assistant District Attorney, Annual Base Salary of \$42,423, due to promotion and he advised that this was another non-Union position that was not mandated and did not receive any reimbursement.

Motion was made by Mr. Kenny, seconded by Mr. Mason and carried unanimously to approve Items 1A and 1B, as outlined above, and the necessary resolutions were authorized for the June 15th Board meeting. *Copies of the Notice of Intent to Fill Vacant Position forms are on file with the minutes.*

Paul Dusek, County Administrator, entered the meeting at 9:03 a.m.

Proceeding to Agenda Item 2A, Mr. Conover addressed a referral from the Health Services Committee, Public Health, requesting to fill the vacant position of WIC Nutrition Aide #1, Grade 6, Annual Base Salary of \$27,496, due to resignation. He advised this was a Union position that was non-mandated, but received 100% Federal reimbursement.

Motion was made by Mr. Girard, seconded by Mr. Strainer and carried unanimously to approve the request and the necessary resolution was authorized for the June 15th Board meeting. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Mr. Conover announced that Agenda Items 2B and 2C were referrals from the Health Services Committee, Westmount Health Facility. Item 2B, he said, included a request to amend the Departmental Table of Organization and Salary Schedule to establish the salary for the position of MDS Coordinator at \$47,000 effective June 7, 2012; he noted that a previous resolution set a salary range of \$40,000 - \$50,000 for the position.

Motion was made by Mr. Sokol, seconded by Mr. Dickinson and carried unanimously to approve the request and the necessary resolution was authorized for the June 15th Board meeting. *A copy of the request is on file with the minutes.*

Proceeding to Agenda Item 2C, Mr. Conover outlined a request to amend Westmount Health Facility's Departmental Table of Organization to transfer the Nursing Administration Clerk Part-Time position, Annual Base Salary of \$11,448, from Code EF.60100.100 to EF.60100.600, as requested by the County Treasurer's Office.

Motion was made by Mr. Taylor, seconded by Mr. Dickinson and carried unanimously to approve the request and the necessary resolution was authorized for the June 15th Board meeting. *A copy of the request is on file with the minutes.*

Mr. Conover announced that Agenda Item 3A reflected a referral from the Human Services Committee, Office for the Aging, requesting to amend the Departmental Table of Organization and Salary Schedule to change the hours of the vacant Mealsite Manager #2 position, Grade 2, from 35 hours per week (*Base Annual Salary of \$20,743*) to 30 hours per week (*Base Annual Salary of \$17,768*).

Motion was made by Mr. Sokol and seconded by Mr. Strainer to approve the request.

Mr. Conover questioned how the difference in appropriated salary would be addressed and Joan Sady, Clerk of the Board, advised that the position was currently vacant and would be filled at the lower salary, leaving any overages in the Departmental Budget to be transferred as necessary.

There being no further discussion on the matter, Mr. Conover called the question and the aforementioned motion was carried unanimously, thereby approving the necessary resolution for the June 15th Board meeting. *A copy of the request is on file with the minutes.*

Continuing to Agenda Item 3B, referral from the Human Services Committee, Veterans' Services, Mr. Conover outlined a request to fill the vacant position of Van Driver #2, Grade 2, Annual Base Salary of \$23,706 (*pro-rated to not exceed 24 hours per week*), due to termination.

Motion was made by Mr. Strainer, seconded by Mr. Dickinson and carried unanimously to approve the request and the necessary resolution was authorized for the June 15th Board meeting. *A copy of the request is on file with the minutes.*

Mr. Conover advised that Agenda Item 4 consisted of two items to be discussed by the County Administrator, which he asked Mr. Dusek to address.

With respect to Item 4A, concerning the creation of the Deputy Insurance Administrator position, Mr. Dusek apprised that the Support Services Committee had previously reviewed and approved a proposal for creation of the new position, based on the considerable amount of work handled by the Self-Insurance Department which was currently manned by two staff members consisting of Amy Clute, Self-Insurance Administrator, and one clerical staff person. He commented that despite minimal staffing levels, the Self-Insurance Department had been surprisingly efficient in handling the considerable amount of work assigned to them which included administration of the Workers' Compensation program for the County and various other municipalities and organizations, managing safety programs with the assistance of Needham Risk Management and addressing other tasks assigned subsequent to the elimination of the Human Resources Department. Mr. Dusek advised the Self-Insurance Administration had been reviewed on two different occasions, once when they were considering outsourcing the duties to a private company and again through the Aeon Nexus spend assessment review, and on both occasions it had been determined that the current means provided by the Self-Insurance Administration was the most economical. He stated it had recently come to his attention that Ms. Clute was working many more hours than she should be in order to maintain the duties of her Department, and although he was not opposed to expecting Department Heads to put in extra time when necessary, the number of extra hours she was working was excessive; he added that it had become apparent that an additional position was necessary to assume some of the workload and serve as a Deputy to assume Ms. Clute's duties in her absence. Mr. Dusek advised that statistical

information pertaining to the Self-Insurance Departments of other Counties was available to support the need for an additional position. He said that a recommended salary range of \$36,000 - \$40,000 had been identified for the Deputy Insurance Administrator position which would be paid from the Self-Insurance Fund contributed to by all participating municipalities and organizations. Mr. Dusek concluded that he strongly recommended creation of the position as requested.

Mr. Sokol questioned whether this would be a full-time position and if a candidate had been identified. Mr. Dusek responded that the Deputy Insurance Administrator would be a full-time position, but said they did not have anyone in mind to fill it and would need to advertise and interview for the position.

Speaking as Chairman of the Support Services Committee, Mr. Taylor confirmed that his Committee had reviewed and approved the creation of the Deputy Insurance Administrator position to include the salary range suggested. He attested to Ms. Clute's strong job performance and agreed that she was currently being overworked in order to maintain her Department.

Motion was made by Mr. Taylor and seconded by Mr. Dickinson to create and fill the position of Deputy Insurance Administrator to include a salary range of \$36,000 - \$40,000.

Mr. Strainer questioned whether the additional position would help to eliminate repetitive and fraudulent Workers' Compensation claims through more extensive review and Mr. Dusek replied that although the position would help to facilitate the process, he would note that Ms. Clute had been doing a thorough job of reviewing and challenging claims to meet this end; however, he added, she had been working a tremendous number of hours to do so.

As there was no further discussion on the matter, Mr. Conover called the question and the aforementioned motion was approved by unanimous vote, thereby authorizing the necessary resolution for the June 15th Board meeting. *A copy of the request is on file with the minutes.*

Continuing to Agenda Item 4B, concerning a proposal for a resolution generally addressing hourly wages for per diem and temporary positions not specifically identified in the wage study, Mr. Dusek advised that although he had initially thought a general resolution would solve the issue at hand, he had subsequently determined that further review and consideration would need to be given in order to develop a standard approach to filling per diem positions and determining salaries based on the position itself and Union contract requirements. He said he had requested preparation of a cost analysis to determine current expenses and once this information had been reviewed, he would be ready to address the matter, hopefully at the next Committee meeting.

Mr. Conover concluded the agenda review with the Pending Items section, which he outlined as follows:

- 1) Committee tabled discussion on request from the Civil Service Department to increase the annual salary for the Personnel Technician from \$45,198 to \$46,000 and remove the position from the bargaining unit, pending Union review and approval.
- 2) Committee tabled discussion on request from the County Clerk to reallocate the Sr. Legal Recording Clerk (A.1410) position from a Grade 10, Annual Base Salary of \$32,516, to a Grade 12, Annual Base Salary of \$33,540, thereby amending the Department's Table of Organization, pending Union review and approval.

Mr. Dusek announced that both of the Pending Items had been previously approved by the Committee but had been delayed subject to Union review and approval. He said he was hoping to discuss both matters with Union officials later that day, and if the Committee was in agreement, they could be approved for presentation at the June 15th Board meeting, contingent upon agreement from the Union.

Motion was made by Mr. Dickinson, seconded by Mr. Taylor and carried unanimously to approve both pending items, contingent upon Union approval, and the necessary resolutions were authorized for the June 15th Board meeting. *Copies of the requests presented at the April 11th Committee meeting are on file with the minutes.*

Mr. Dusek advised he had two matters to address which were not included on the agenda, the first being his request for authorization to perform background checks for newly hired Department Heads. He noted that they were currently considering candidates for the Social Services Commissioner position and he wanted to include a background check in this review. Mr. Dusek said the cost for a background check was reasonable and he anticipated a total expense of about \$100 for any checks done in connection with the Social Services Commissioner position. He added that in the future, he would like to release an RFP (request for proposal) for these services to be provided on a more routine basis when hiring for Department Head positions.

It was the consensus of the Committee that Mr. Dusek should proceed to secure background checks as necessary in connection with the Social Services Commissioner position, as well as to prepare and release an RFP for future background checks when filling Department Head positions.

Mr. Dusek then apprised that an executive session would be necessary to provide an update on collective bargaining unit negotiations.

Motion was made by Mr. Sokol, seconded by Mr. Girard and carried unanimously to enter into an executive session to discuss collective bargaining negotiations, pursuant to Section 105(e) of the Public Officer's Law.

Executive session was held from 9:20 a.m. to 10:15 a.m.

Upon reconvening, Mr. Conover announced that no Committee action had been taken during the executive session.

There being no further business to discuss, on motion made by Mr. Girard and seconded by Mr. Strainer, Mr. Conover adjourned the meeting of the Personnel Committee at 10:16 a.m.

Respectfully submitted,
Amanda Allen, Deputy Clerk of the Board